



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **Museum Aide PT**
Jurisdictional Class: Non-Competitive (JC Approved - NYSCSC 4/16/13)
Civil Division: Parks and Trails
Adoption: CSM 5/13/98
Revised: CSM 6/10/98, 3/17/04

DISTINGUISHING FEATURES OF THE CLASS:

Guides visitor through and explains historical contents of the Cayuga County Agricultural Museum. This work involves responsibility for performing a variety of non-professional tasks. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Prepares and sets up displays and bulletin boards;
Assists visitors by answering questions concerning local history;
Guards exhibits from theft and vandalism;
Keeps daily records of attendance at the museum;
Presents simple oral discourses on the history of the equipment at the museum;
Assists with answering the phone, responding to general questions, and arranging for special programs or tours;
Maintains museum area in a safe and clean condition;
May collect fees, may make change, operate a cash register, and if necessary, dispense tickets to the public for admittance to the facility.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Ability to deal effectively, tactfully, and cordially with the public;
Ability to understand and follow both oral and written instructions;
Ability to express historical information and to address groups;
Some knowledge of the history of Cayuga County;
Ability to make change involving simple addition and subtraction.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma.